



STATE OF TENNESSEE
DEPARTMENT OF FINANCE AND ADMINISTRATION
DIVISION OF INTELLECTUAL DISABILITIES SERVICES
ANDREW JACKSON BUILDING, 15th FLOOR
500 DEADERICK STREET
NASHVILLE, TENNESSEE 37243

MEMORANDUM

MEMO # 144

TO: DIDS Advisory Council

FROM: James R. Finch, Ed.D.
Deputy Commissioner

DATE: July 14, 2010

SUBJECT: Advisory Council

With the passage of the legislation creating the Task Force for Regulatory Relief, I had considered "disbanding" the Advisory Council. However, I have decided not to disband as the Council serves a useful purpose for me as Deputy Commissioner and for you as representatives of the many stakeholders involved in advocacy and services for persons with intellectual disabilities. I have decided, however, to change the Council meetings to quarterly meetings that will be held in August, November, February, and May on the second Thursday of those months. This schedule will begin on August 12, 2010. Meetings will be from 10:00 A.M. until 2:00 P.M. Lunch will be provided. Meetings will be held in the basement conference room of 1 Cannon Way at MTRO. All current appointees to the Advisory Council will continue to serve, if they desire.

The purpose of the Advisory Council is to advise, inform and communicate, i.e., stakeholders informing and communicating to DIDS (Deputy Commissioner) and Deputy Commissioner informing and communicating with stakeholders on systemic issues impacting service provision for persons with intellectual disabilities. In addition, as legislation has been passed by the General Assembly to transfer developmental disabilities to the newly created Department of Intellectual and Developmental Disabilities (DIDD), the Advisory Council should also include, as a part of its purpose, systemic issues related to persons with developmental disabilities.

HOW THE ADVISORY COUNCIL WILL FUNCTION:

1. In preparation for each meeting, the Deputy Commissioner will communicate electronically by the 10th day of the beginning month in each quarter those issues to be discussed at the quarterly meeting.
2. Advisory Council members will communicate to Deputy Commissioner's office (and all other members) issues they think should be added to the list for discussion at the next meeting.
3. Advisory Council members will communicate with other stakeholders in their areas of service about the identified systemic issues and bring that information to each meeting for discussion. If recommendations for resolving any identified systemic issue are to be presented to the Council for consideration, only majority recommendations for the given group will be considered.
4. Deputy Commissioner will set the meeting agenda and publish to all members two weeks prior to each meeting.
5. Additional items may be added to the agenda at the beginning of each meeting.
6. Minutes will be kept for each meeting and distributed within two weeks after each meeting.

I believe the above procedures will provide structure to our meetings and allow us to cover many issues/items each meeting. I look forward to continue working with you through this important and representative Advisory Council.